

**CITY OF MEDINA
PLANNING COMMISSION
MEETING MINUTES**

Tuesday, October 5, 2004
7:00 p.m.

Medina City Hall
501 Evergreen Point Road

CALL TO ORDER

Meeting called to order by Chairman Lostrom at 7:05 p.m.

ROLL CALL

Present: Chairman Mark Lostrom, Vice Chair Mark Nelson
Commissioners Robert Brog, Bret Jordan, Holly Greenspoon, and James Lawrence

Staff Present: Tim Tobin, City Engineer; Joseph Gellings, Planning Director; Rachel Baker, Administrative Assistant

ANNOUNCEMENTS

Chair Lostrom informed the Commission of Nancy Price's resignation from her position on the Planning Commission.

MINUTES

MOTION JORDAN, SECOND BROG TO ACCEPT MINUTES FROM SEPTEMBER 7, 2004 PLANNING COMMISSION MEETING AMENDED WITH THE FOLLOWING CHANGES:

- CHANGE "NON-FORMAL" TO "NON-CONFORMING" STRUCTURE ON PAGE TWO, SECOND PARAGRAPH
- ADD "FOR SAFETY" TO ITEM NUMBER ONE IN MOTION ON PAGE TWO TO READ: BEFORE DEMOLITION, FOR SAFETY CHAIN LINK CONSTRUCTION FENCING SHALL BE ERECTED ALONG THE NORTH SIDE OF THE GRAVEL PATH AND CONSTRUCTION SAFETY FENCING SHALL BE ERECTED ALONG THE TOP EDGE OF THE NEW ROCKERIES WITH APPROPRIATE SETBACK.
- THIRD SENTENCE UNDER "SITE PLAN REVIEW" SHOULD READ: "MR. GELLINGS INDICATED HE WOULD CONVEY THE COMMISSION'S RECOMMENDATIONS TO CITY COUNCIL ONCE THE COMMISSION AGREED TO HIS WRITE-UP OF THEIR RECOMMENDATIONS."

MOTION PASSED UNANIMOUSLY AT 7:11 P.M.

PUBLIC HEARINGS

Construction Mitigation Plan (CMP) - Level 2 Construction of a new single-family residence Ortbal; 712 – 84th Avenue Northeast

Public Hearing opened at 7:11 p.m.

Chairman Lostrom and Commissioner Brog excused themselves from the public hearing since both live within a 300-foot radius of the project. The remaining Planning Commission members declared no conflicts of interest and the meeting was turned over to Vice Chair Nelson (7:13 p.m.).

Tobin read Staff Report dated September 29, 2004.

Tobin announced one written public comment was received from Jennifer and Salim Alam, 806 – 84th Ave NE. The Alams requested the private lane remain open at all times to accommodate emergency vehicle access due to two four-month old premature infants in poor health.

Greenspoon requested further clarification regarding stipulation requiring lane closure notice and requirement to maintain vehicle access on lane at all times. Tobin provided additional information and indicated the contractor would further address issue during the public hearing (7:19 p.m.).

Nelson requested further information regarding off-site parking location for construction crew's vehicles in Bellevue and clarification of project square footage. Tobin indicated the contractor would answer these questions during the public hearing (7:22 p.m.).

Speakers were sworn in at 7:24 p.m.

Adam Leland, Adam Leland Homes, General Contractor; 2630 – 100th Ave NE, Bellevue (7:25 p.m.)

Leland addressed the conditions set upon the homeowner, which were dictated from the Staff Report. He indicated mitigation would include at least 24-hour advance notice to neighboring residents, either by telephone or in-person. He would provide exact times work would be performed requiring closure of the lane.

Leland admitted there would be times when the lane would be closed, but those times would be limited to storm drainage installation and foundation pumping. He further explained the lane would not be closed and trucks would not stand on the road without prior notice to neighboring residents.

Tobin explained the road must remain open at all times and confirmed a closure would be unavoidable during storm drain installation across Highmoor Lane. Leland will verify, but commented the storm drain installation would close the lane for about half a day. He indicated steel plates would be installed in order to allow access to neighboring lots.

Leland indicated storm drain installation would occur after the foundation stage and about two-months following permit issuance. He further commented that the pump truck would be situated on-site and the cement truck would remain on the road for 10-15 minutes at a time blocking the lane.

Tobin recommended Leland maximize site space by efficiently managing spoils piles in order to situate all trucks on the site and to keep lane open. Tobin suggested there should be enough space to accommodate a pump truck on site. Leland agreed.

Leland explained measures would be taken to ensure lane accessibility, including use of a steel plate cover and vehicle staging.

Leland's standard practice during construction is keep to roads open until 8:30 - 9:00 a.m. and to begin site clean up by 3:00 p.m. in order to allow neighbors access to adjoining lots.

Construction parking will be at Leland's personal residence in Bellevue. Leland commented the crew is aware of this location and familiar with the travel route to and from the construction site; adding the commute would take approximately three minutes.

Leland discussed parking accommodations for the architect, inspectors, and owners. He indicated there would be a laborer and superintendent on-site at all times available to accommodate parking space issues. He further acknowledged the crew would be informed of the medical situation and related mitigation conditions.

Salim Alam, 806 – 84th Avenue NE, Medina (7:41 p.m.)

Alam described health issues affecting his two children, born in late-May 2004, eight to ten weeks premature. His children required two months in the hospital following birth before they could be discharged in mid-July 2004. The children have been re-hospitalized at least twice and have been rushed to the emergency room on short notice numerous times since. They are susceptible to illnesses until one year of age. An illness could cause a life and death situation for them.

Alam's key concern is accessibility for emergency vehicles at all times in order to obtain medical attention. Alam would appreciate advance notice of lane closure, but due to the situation, needs to ensure there is a mechanism in place to guarantee a fast response from the contractor to open the road in an emergency. He would like to obtain contact numbers from all involved parties and would like to meet with the contractor,

construction crew, property owners and Tobin, if necessary, to discuss accessibility options.

Alam acknowledged there is one small, gravelly space on the lane, which could be utilized for parking a second vehicle during road closure. This option was discussed, but was not preferred by the Alams.

Larry Ortbal, applicant (7:51 p.m.)

Ortbal offered to accommodate the Alams in alternative housing during the time the road must be completely closed.

Public hearing closed at 7:52 p.m.

DISCUSSION

Planning Commission discussed conditions as indicated below:

Jordan suggested amending condition one to include language requiring a mitigation plan to ensure emergency ingress/egress would always be available to residents above the closure, in the event a closure would not be temporary in nature. He also commented adding to the condition that the road only be closed while personnel are on site. Jordan noted he is satisfied with condition two.

Greenspoon suggested adding the Ortbal's offer to the Alams for alternative housing during lane closure and that the lane would not be permanently blocked at any time other than as stated in the motion.

Nelson, Greenspoon and Lawrence commented that a meeting between the owners, contractor, construction crew and lane residents would ensure sufficient contact information could be provided and construction work timing would be made available to all parties.

Nelson raised the issue pertaining to time limits for lane closure. After discussion, a decision was made to limit lane closure between the hours of 9:00 a.m. and 2:15 p.m., Monday, Tuesday, Thursday and Friday. There should be no lane closure on Wednesday.

All commissioners commented they were in favor of approving the CMP with conditions.

MOTION JORDAN, SECOND LAWRENCE TO ACCEPT CMP NUMBER C-0669 AS RECOMMENDED BY STAFF, WITH CONDITION NUMBER TWO NOTED IN REPORT AND ADDITION OF THE FOLLOWING CONDITIONS:

1. LANE CLOSURE SHALL BE LIMITED TO INSTALLATION OF STORM DRAIN
2. LANE CLOSURE WILL OCCUR ONLY BETWEEN THE HOURS OF 9:00 A.M. AND 2:15 P.M., AND ONLY WHEN CONSTRUCTION PERSONNEL ON-SITE
3. DURING CLOSURES, EMERGENCY INGRESS/EGRESS PLAN AGREED TO BETWEEN APPLICANT, CONTRACTOR, AND NEIGHBORS SHALL BE IN PLACE
4. APPLICANT TO PROVIDE ALTERNATIVE HOUSING TO ALAM FAMILY DURING LANE CLOSURE

MOTION PASSED UNANIMOUSLY, CMP APPROVED WITH CONDITIONS, AT 8:05 P.M.

Chair Lostrom and Commissioner Brog returned to meeting (8:06 p.m.).

***Construction Mitigation Plan (CMP) – Plan Renewal
Completion of a new single-family residence
Brotman; 7917 Overlake Drive West***

Lostrom questioned Commissioners if any possessed a conflict of interest with Brotman project; a negative response was received from all Commissioners and no comments were addressed (8:07 p.m.).

Tobin read Staff Report dated September 29, 2004. He noted no public comments were received (8:08 p.m.).

Lostrom questioned project representatives regarding project progression. Representatives replied project is progressing adequately and had no additional comments (8:11 p.m.).

Greenspoon questioned necessity for a public hearing and suggested future scheduling of public hearings, for previously approved construction mitigation plans (CMP), only if problems have been recognized. Gellings answered inquiry and commented that a hearing in this situation is required per Council directive. Also, the hearing provides an opportunity to re-examine CMP and to receive an updated timeline from applicant (8:12 p.m.).

Nelson asked Tobin if conditions outlined in CMP have been met satisfactorily. Tobin replied the conditions have been met and the project has been running smoothly. He indicated he is not aware of any neighbor complaints and complimented project representatives for a well-managed project (8:13 p.m.).

MOTION JORDAN, SECOND LAWRENCE TO ACCEPT RENEWAL FOR CMP NUMBER C-0219 AS SUBMITTED BY STAFF, MOTION APPROVED UNANIMOUSLY AT 8:14 P.M.
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Public hearing closed at 8:14 p.m.

DISCUSSION

Comprehensive Plan and Critical Areas Regulations Updates (8:14 p.m.)

Gellings introduced consultant, Dan Nickel, from The Watershed Company. Nickel provides expertise in critical areas regulations and best available science and will work in conjunction with subconsultant, Paul Ingram, from the firm of Berryman and Henigar, providing Growth Management Act expertise. The consultants were hired to assist the City through state mandated changes to the Comprehensive Plan and Critical Areas Ordinance and recently completed a similar project for the City of Mercer Island.

Gellings noted The Watershed Company performed preliminary work for the Comprehensive Plan and Critical Areas Ordinance in December 2002 and noted further that four of the current Planning Commission members participated in that effort. Gellings commented the process for this project would begin by addressing 2002 draft document comments, as well as new ideas presented from the City Council and Planning Commission.

Gellings remarked consultants would focus on mandates, which would conflict with historical Medina policies, such as standard minimum lot size, and critical areas, such as steep slope areas. He further said consultants are required to address notion of best available science in Medina's critical areas regulations (wetlands, steep slopes, streams) and to update development regulations specifying critical area requirement.

Gellings reviewed aspects and issues identified in September 30, 2004 letter from The Watershed Company, included in the meeting packet, and solicited comments from Planning Commission.

Lostrom commented that the number of households in Medina has decreased and how consolidation would affect the Comprehensive Plan. Gellings indicated he will need to research further to determine if this is the trend overall.

Lostrom questioned if jobs located in Medina would be a component to the Comprehensive Plan and present implications. Gellings responded there is a mandate for a "Compact Urban Form", which requires a variety of transportation modes and a balance between jobs and population within the community. Gellings conveyed the subconsultant's determination, however, there is not a need to balance number of jobs with residents.

Lostrom stated he would like to continue to classify Medina as a “semi-rural community”. Gellings indicated this would pose a conflict with the policy direction of Growth Management Act and classification of “Compact Urban Form”.

Gellings remarked he spoke to the State Department of Trade and Economic Development regarding significance of the deadline for this process and determined the State would be satisfied with a resolution passed by City Council stating only a public process and final drafts remain to be completed. Gellings conveyed he would like the City Council to adopt final Comprehensive Plan and Critical Areas Ordinance language by the end of the year, and hold one public hearing with each the Planning Commission and City Council in December 2004.

Planning Commission Work Plan (9:43 P.M.)

Commission submitted ranked work plan worksheets to Gellings for scoring.

ADJOURNMENT

MOTION JORDAN, SECOND LOSTROM TO ADJOURN OCTOBER 5, 2004 PLANNING COMMISSION MEETING, PASSED UNANIMOUSLY AT 9:46 P.M.
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The October 5, 2004 Planning Commission meeting adjourned at 9:46 p.m.

Minutes taken by:

Rachel Baker
Administrative Assistant